

Architect's Notification Regarding Construction Administration

Date: _____

To (Building Official): _____

Address: _____

From (Architect of Record): _____

MS License No.: _____

Phone No.: _____

Address: _____

Project Name: _____

Project Location: _____

Rule 3.2.16 of the Rules and Regulations of the Mississippi State Board of Architecture states, in part:

...

On a project where the architect of record has not been engaged, or is no longer engaged, to perform construction administration services, as defined above, the architect of record shall report in writing that the architect has not been engaged or is no longer engaged to perform construction administration services, to the following parties:

- (1) the building official; and
- (2) the owner; and
- (3) the client; and
- (4) the contractor.

This will serve as notice that I will not be providing construction administration services on the above-reference project located in the State of Mississippi, for which I am the Architect of Record.

Signature

Date

cc: _____(Client)

_____(Project Owner)

_____(Contractor)